



New Faculty Orientation

Faculty Affairs

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August 2017

Key Policy and Practice Documents



- Faculty Handbook
 - UCAPT Manual
 - Viterbi School APT Guidelines
- Viterbi School Faculty Evaluation Policy
- Faculty Load Policy: Junior Faculty Extended Teaching Load Reduction; T/TT Faculty Load Policy, Teaching Faculty Load Policy
- Mid-probationary (Three-Year) Academic Progress Review
- Viterbi Mentoring Programs and Activities, Reference Guides
 - Guide to Research at USC
 - Conflicts of Interest in Professional and Business Practices; Conflicts of Interest in Research; VSoE Contracts and Grants
 - New Faculty Reference Guide to Technology Commercialization
 - Graduate Assistant Handbook; Postdoc Scholars Guidelines; USC Libraries



Faculty Handbook*

- Describes current official university policy affecting faculty
- Faculty participation in university governance (Section 2B)
 - Academic Senate, Faculty Councils, Univ./Senate Committees
- Faculty rights and responsibilities (Section 3B and 3C)
 - Academic freedom and responsibilities (teaching, research, service, mentoring)
- Compensation, leaves, and benefits (Sections 3D, 3E and 3F)
 - Sabbatical Leave (paid), Family Care & Medical Leave (12 wk unpaid), Personal/Special Leave (unpaid), Part-time Leave (proportionate pay)
 - Paid Parental Leave (10 wk paid) – see Section 9A
 - Academic year appointments (9 months): no vacation entitlement
 - Fiscal year appointments (12 months): 20 days/yr, 35 days max. accrual
 - *Note:* 3 days of sick leave annually (compliant w/ HWHF Act of 2014)

Faculty Handbook



- Conflicts of interest (COIs), outside activities (Sections 3G - 3I)
 - Identify and disclose via <https://diSClose.usc.edu/> system
 - If permitted, manage the COI with approved plan
 - Personal COIs – can't participate in decisions affecting Close Relations
 - COIs in research – reviewed by COI Review Committee (Compliance)
 - Outside Activities – of scholarly worth that in no way detracts from one's primary responsibilities to, and the prestige of, the university
- Appointment, promotion, and tenure (Sections 4C - 4H)
 - Term of (re)appointment indicated in app't letter (typically 1, 2 or 3 yrs)
 - Decision rests with Dean (or delegate); other levels of review are advisory
 - TDD in app't letter; changes only for leaves or special circumstances
 - Tenure decision rests with Provost; all other levels of review are advisory
 - Evaluation follows UCAPT Manual* and/or Viterbi School APT Guidelines

* 2017 is most recent version, found at
<https://policy.usc.edu/faculty/appointments-promotions-tenure-ucapt-manual/>

Faculty Handbook



- Policies Pertaining to Research (Chapter 5)
 - More info in the “Research at USC” orientation session this afternoon
- Providing Safe Educational and Work Environment (Chapter 6)
 - Civility in the workplace: no discrimination, harassment, retaliation
 - Workplace harassment prevention training required every 2 years
- Faculty Grievances (Chapter 7)
 - For violations of rights provided by law or by university policies
 - Informal resolution via department chair (alternatively, VD Fac. Affairs)
 - Formal filing by submitting, in writing, to Academic Senate President
- Faculty Dismissals (Chapter 8)
 - Only for adequate cause
 - Mid-contract terminations not to be confused with dismissals for cause

Faculty Handbook



- Academic and Family Life Balance (Chapter 9)
 - Paid Parental Leave (PPL): for full-time faculty in connection with the birth or adoption of child, and serve as *primary caregiver*
 - 10 weeks paid parental leave (no obligation for duty during leave period)
 - No teaching obligation during entire semester of approved leave
 - Accommodation for probationary faculty with childcare responsibilities
 - Half-time leave with half-time duties at half pay (up to 2 years) or
 - Reduced teaching & service totaling two courses or
 - Limited period of assistance (lab technician or teaching assistant)
 - Extension of probationary period
 - Birthing or primary caregiver faculty member entitled to TDD extension
 - PPL and TDD extensions will not raise expectations for scholarly output
- Transition from Full-time Work (Chapter 10)

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Viterbi Faculty Evaluation

- Annual faculty evaluation
 - Based on FLP and accomplishments during preceding year
 - Peer review by departmental faculty committee; also by chair (optional)
- Mid-probationary academic progress review (i.e., 3 year review)
 - Improve communication and understanding of criteria for tenure
 - Provide constructive feedback on strengths & weaknesses of research and teaching activities
- Reappointment review (see VSoE APT Guidelines*)
 - Occurs during expiration year of current term, with consideration of whether to initiate promotion process
 - Normally 90 days' notice given (mid-contract termination or non-renewal)



Viterbi Faculty Load Profile

- T/TT Load Profile: 40% teaching, 40% research, 20% service
 - Curriculum based on 3-unit course model (currently all dept's except CS):
 - Junior faculty load: 1 course in yr 1; 2 in yrs 2-5 (research active); 8 units in yr 6
 - Normal load: 9 units if supporting < 2 PhDs; 8 units if supporting \geq 2 PhDs; add'l 1 unit reduction if mentor PhD to graduation or buy-out 8.33% of AY time
 - Curriculum based on 4-unit course model (currently only CS):
 - Junior faculty load: 9 courses over the first six years
 - Normal load: 2 courses per year



Viterbi Faculty Load Profile

- Teaching Faculty Load Profile
 - Curriculum based on 3-unit course model: 80% teaching, remainder service
 - 18 units per year (or 6 courses/yr in ITP)
 - Curriculum based on 4-unit course model: 89% teaching, remainder service
 - 5 courses per year
 - Limited research expectations (up to 25% allowed if externally supported)
- Research Faculty Load Profile
 - Default load profile: 95% research, 5% service (includes proposal writing)
 - Effort devoted to externally-supported research obtained by faculty
 - May act as PI on grants; chair Ph.D. committee if Dean approved
 - Limited teaching expectations (typically 1 course/yr; 2 only if preapproved)

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Faculty Mentoring & Development



- Junior Faculty Mentoring
 - “Network of mentors” model
 - Senior faculty mentors assigned to all junior faculty members
 - Mentor-mentee luncheons (up to 2 per semester)
 - Peer mentoring
 - Peer mentoring luncheons (hosted by the School, some by your department)
 - Other mentoring sessions (e.g., with Vice Dean for Faculty Affairs--FA)
- Junior Faculty Professional Development and Recognition
 - Funds to support junior TT faculty travel to key conference/meetings (FA)
 - Funds to support teaching faculty travel to key conference/meetings (DEE)
 - Support opportunities for growth and advancement, recognize & reward achievements, encourage and reinforce continual success